



HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON TGA

Ryan White HIV/AIDS Treatment Extension Act of 2009

To: HIV Health Services Planning Council Members and Guests
From: Planning Council Staff
Re: HIV Health Services Planning Council Meeting Materials
Date: September 6, 2016

Pam Simone (Planning Council Support).....848-932-0538

Terri Fox (Quality Management & Program Support).....848-932-0537

Donna Van Alst (Principal Investigator).....848-932-0531

The following materials are enclosed for your review prior to this month's meetings:

- ❖ September and October Calendar of meetings
- ❖ September Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes, July/August, 2016
- ❖ Directions to meetings

You can access information about the Planning Council, our meeting minutes, and much more on the Planning Council website. Check us out at <http://www.centralnjhivplanningcouncil.org>

For any questions or concerns, contact Pam Simone at 848-932-0538

September

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|------------|--|--|--|------------|------------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 6pm Planning Council (Hyacinth) | 7 | 8 2pm Service Standards (Institute for Families) | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 1pm Our Voices (Hyacinth) | 16 | 17 |
| 18 | 19 | 20 2pm Membership and By Laws (Institute for Families) | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 2pm EIIHA (Institute for Families) | 28 2pm Executive (Institute for Families) | 29 | 30 | |

2016

October

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|------------|--|--|---|------------|------------|
| | | | | | | 1 |
| 2 | 3 | 4 6pm Planning Council (Hyacinth) | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 2pm Service Standards (Institute for Families) | 14 | 15 |
| 16 | 17 | 18 | 19 2pm AAQR (Somerset) | 20 1pm Our Voices (Hyacinth) | 21 | 22 |
| 23 | 24 | 25 | 26 2pm Executive (Institute for Families) | 27 | 28 | 29 |
| 30 | 31 | | | | | |

2016

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Agenda Planning Council Meeting 6pm, September 6, 2016 Hyacinth AIDS Foundation

- I. Welcome Statement
- II. Sunshine Law
- III. Introductions
- IV. Reading of Mission Statement/Moment of Silence
- V. Evaluation Form
- VI. Roll Call of Voting Members
- VII. Approval of Minutes from August 2016 (Quorum to Approve)
- VIII. Approval of Agenda for August 2016 (Quorum to Approve)

Please keep in mind your conflict of interest when you vote.

Conflict of interest is defined as an actual or perceived interest, financial or otherwise, by a PC member in an action which results, or has the appearance of resulting, in personal, organizational (programmatic and service category), or professional gain

- IX. Action Items
 - FY16-17 Un-allocated Funds
 - Voting
- X. Administrative Agent Report
- XI. Reports
 - Executive Committee
 - Priorities/Service Standards/Comprehensive Care Plan Committee
 - Membership and By-Laws Committee
 - Administrative Assessment and Quality Review Committee
 - Our Voices “Client Caucus”
 - Early Identification of Individuals with HIV and AIDS (EIIHA)
- XII. Case Management Coordination Update
- XIII. Old Business
- XIV. New Business
- XV. Announcements/Agency Updates
- XVI. Public Forum
- XVII. Adjournment

The Sunshine Law

“The notice of this meeting pursuant to the Open Public Meeting Act of NJ S.A10:4-10 has been complied with and shall be entered in the minutes of this meeting.”

Welcome Statement

Welcome to the HIV Health Services Planning Council meeting of the Middlesex-Somerset-Hunterdon Transitional Grant Area. We meet at 6pm, the first Tuesday of each month at the Hyacinth AIDS Foundation in New Brunswick. The meeting is open to all who wish to attend. We request that everyone adhere to the ground rules on the back of the agenda. Thank you.

Ground Rules for the Meeting

- The purpose of this meeting is to plan HIV services in Middlesex, Somerset, and Hunterdon counties that are funded through the Ryan White Part A Program.
- We encourage participants to be open-minded and flexible and to honor individual difference and diversity.
- The Chair is responsible for running today’s meeting. Everyone is expected to respect the Chair’s authority.
- You may ask a question anytime during the meeting. If you wish to ask a question, please raise your hand and wait for the Chair to recognize you.
- Due to time constraints, the Chair may choose to limit the number of people who may speak and/or the length of time allowed for discussion.
- Planning Council meetings are recorded and minutes are available to the public.
- We discourage sharing private information such as your HIV status. If private information is shared during the meeting, we expect that all who attend the meeting will keep this information confidential.
- The Planning Council’s role is to discuss service categories, not individual providers. Issues with individual providers should be directed to the Middlesex County Department of Community Services, Office of Human Services.
- Please keep your comments respectful aimed at improving services

Tenets of the HIV Health Services Planning Council

Statement of Purpose

To improve and ensure the quality and availability of care for individuals infected with, or affected by HIV who reside in or receive services in the Middlesex-Somerset-Hunterdon TGA.

Mission Statement

The mission of the Planning Council is to establish and implement a comprehensive plan for the organization and delivery of HIV related services as described in the Ryan White HIV/AIDS Treatment Extension Act of 2009.

Goals of the HIV Health Services Planning Council

- To identify HIV needs, prioritize service interventions, and recommend allocations to meet the priority service needs in the TGA.
- To develop a Comprehensive HIV Care Plan describing the continuum of care to meet HIV needs in the TGA.
- To develop collaborative partnerships to facilitate the implementation of the comprehensive HIV care plan.
- To evaluate the effectiveness of HIV services in the TGA.
- To assure the rapid disbursement of Part A funds to meet HIV needs.
- To manage the operations of the HIV Health Services Planning Council.

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Priority Setting and Resource Allocation Planning Council Meeting 12pm, August 9, 2016 Cook Campus Center Room 202ABC

Planning Council Members: Conneil J. Gavin, Edward Kelly, Barbara Schlichting, John Marcinkiewicz, Roseann Marone, Cindy Leon, Steve Pitts, Janice Chapin, Vanessa Cheek, Johanna Moore-Valarde and Jacquelyn Williams.

Guests and Administration: Dennis Longo, Christine Lackey, Roxanna Ast, Anne Lori Dillon, Melyssa Lewis, Lucy Counts, Terri Fox, Natalie Aloyets Artel and Pam Simone.

Sunshine Law Read

Introduction: Conneil J. Gavin, Chair of the Planning Council called the meeting to order at 12:30pm. Introductions were made.

Reading of Mission Statement/Moment of Silence: The mission statement was read.

Review of Priorities/Allocation Process: The meeting began with a roll call of all Planning Council members. 10 out of 21 members were present. There were 9 voting members present because the Planning Council Chair abstains except in the case of a tie. Quorum not established. Since quorum not established Planning Council unable to vote on ranking and allocations. Planning Council can make recommendations on ranking and allocations. Voting will take place at Planning Council meeting on September 6. Natalie Aloyets Artel gave an overview of the Priorities/Allocations Setting process. Natalie Aloyets Artel reviewed conflict of interest and voting. All were reminded that only Planning Council members who attended Data Day were eligible to vote although everyone was invited to participate in the discussions. Natalie Aloyets Artel reminded all to be aware of their conflicts when they vote.

Review and Approval of July Planning Council Meeting Minutes: Quorum not established unable to approve meeting minutes.

Part A Core and Support Services - Priority Ranking

The group began by ranking the Part A core services. After some discussion, the group came to a consensus to the following ranking order.

Part A Core Services – Priority Ranking

The recommendations for Core Part A ranking to the Planning Council is to keep the core services the same as FY 16-17.

The Part A core service recommendations for FY 17-18 are as follows:

1. Ambulatory Medical Care
2. Medical Case Management

3. AIDS Drug Assistance Program
4. Oral health (dental)
5. Mental health services
6. Substance abuse services - outpatient
7. Health insurance premium and cost-sharing assistance
8. Medical nutrition therapy

Ten Planning Council members came to a consensus ranking Core Part A services.

There was a suggestion to remove outreach services and health education/risk reduction under support services. Outreach services is now funded by the state and ranking it would be a duplication of services. Health education/risk reduction is a service case managers and other agencies continuously work with their clients and ranking it would be a duplication of services. Ten Planning Council came to a consensus not ranking outreach services and health education/risk reduction.

The next part of the discussion focused on support service rankings for FY17-18.

The Part A support service recommendations for FY 17-18 are as follows:

9. Non-medical case management
10. Food bank/home-delivered meals
11. Psychosocial support
12. Emergency financial assistance
13. Legal services
14. Medical transportation services
15. Housing services

Part A Core and Support Services Allocations

The next part of the meeting focused on setting allocations for each Part A service category in ranked order. Planning Council members gave recommendations allocating Part A core followed by Part A support and the MAI Core followed by MAI support.

The first discussion involved allocations for Part A core services. There was discussion about the role of the Affordable Care Act as well as a review of data on spending by service category. The group recommended the following allocations for core services.

The Part A core service recommendations for FY 17-18 are as follows:

| | |
|--|--------------|
| Ambulatory Medical Care | 12.0% |
| Medical Case Management | 44.0% |
| AIDS Drug Assistance Program | 0.0% |
| Oral health (dental) | 4.5% |
| Mental health services | 3.0% |
| Substance abuse services – outpatient | 12.0% |
| Health insurance premium and cost sharing assistance | 1.0% |
| Medical nutrition therapy | 0.0% |
| Core Services Total | 76.5% |

Ten Planning Council members came to a consensus allocating Part A core services.

The next part of the discussion involved allocation for Part A support services. The group again discussed the spending data and also discussed client needs. The group recommended the following allocations for support services

The Part A support service recommendations for FY 17-18 are as follows:

| | |
|---------------------------------|---------------|
| Non-medical case management | 3.00% |
| Food bank/home-delivered meals | 6.00% |
| Psychosocial support | 5.00% |
| Emergency financial assistance | 1.50% |
| Legal services | 4.00% |
| Medical transportation services | 1.00% |
| Housing services | 3.00% |
| Support Services Total | 23.50% |

Ten Planning Council members came to a consensus allocating Part A support services.

MAI Core and Support Services - Priority Ranking

After the conclusion of consensus on Part A core and support allocations, the discussion focused on MAI service core and support ranking followed by allocations. The Planning Council discussed the MAI core and support service rankings for FY17-18.

The MAI core service recommendations for FY 16-17 rankings as follows:

1. Medical Case Management
2. Mental health

Ten Planning Council members came to a consensus ranking MAI core services

The next step was a discussion on the MAI support services ranking. Outreach services was removed from MAI rankings since it is now funded by the state. The following rankings were recommended non-medical case management #3, psychosocial support #4, legal #5, emergency financial services #6.

The MAI support service recommendations for FY 17-18 rankings as follows:

3. Non-Medical Case Management
4. Psychosocial support
5. Legal services
6. Emergency financial assistant

Ten Planning Council members came to a consensus ranking MAI support services.

MAI Core and Support Services Allocations

The Committee discussed MAI core and support services and recommended on the following for FY 17-18.

The MAI core service recommendations for FY 17-18 are as follows:

| | |
|----------------------------|---------------|
| Medical case management | 80.00% |
| Mental health | 5.00% |
| Core Services Total | 85.00% |

Ten Planning Council members came to consensus allocating MAI core services.

The MAI support service recommendations for FY 17-18 are as follows:

| | |
|--------------------------------|---------------|
| Non-medical case management | 15.00% |
| Psychosocial support | 0.00% |
| Legal services | 0.00% |
| Emergency financial assistance | 0.0% |
| Support Services Total | 15.00% |
| | |

Ten Planning Council members came to consensus allocating MAI support services.

The Planning Council then discussed whether or not to apply for a waiver to enable them to allocate less than 75% to core and more than 25% to support services if they chose to do so. Lucy Counts explained that in order to apply for a waiver which they could decide not to use even if they receive it, the Planning Council will be to do an alternate allocations table that will be submitted with the waiver request.

The Planning Council came to a consensus to apply for a waiver to allocate less than 75% for core services and more than 25% for support services.

Part A Core and Support Services Allocations (Alternate Waiver Allocation)

The Part A core service recommendations for FY 17-18 (alternate waiver allocation) are as follows:

| | |
|--|---------------|
| Ambulatory Medical Care | 8.0% |
| Medical Case Management | 39.75% |
| AIDS Drug Assistance Program | 0.0% |
| Oral health (dental) | 4.5% |
| Mental health services | 3.5% |
| Substance abuse services – outpatient | 12.0% |
| Health insurance premium and cost sharing assistance | 1.0% |
| Medical nutrition therapy | 0.0% |
| Core Services Total | 68.75% |

Ten Planning Council members came to a consensus allocating Part A alternate waiver allocation core services.

The Part A support service recommendations for FY 17-18 (alternate waiver allocation) are as follows:

| | |
|---------------------------------|---------------|
| Non-medical case management | 4.5% |
| Food bank/home-delivered meals | 7.00% |
| Psychosocial support | 6.00% |
| Emergency financial assistance | 5.00% |
| Legal services | 3.00% |
| Medical transportation services | .75% |
| Housing services | 5.00 % |
| Support Services Total | 31.25% |

Ten Planning Council members came to a consensus allocating Part A (alternate waiver allocation) support services.

MAI Core and Support Services Allocations (Alternate Waiver Allocation)

The MAI core service recommendations for FY 17-18 (alternate waiver allocation) are as follows:

| | |
|----------------------------|---------------|
| Medical case management | 65.00% |
| Mental health | 5.00% |
| Core Services Total | 70.00% |

Ten Planning Council members came to a consensus allocating MAI (alternate waiver allocation) core services. The MAI support service recommendations for FY 17-18 (alternate waiver allocation) are as follows:

| | |
|--------------------------------|---------------|
| Non-medical case management | 15.00% |
| Psychosocial support | 0.00% |
| Legal services | 0.00% |
| Emergency financial assistance | 15.0% |
| Support Services Total | 30.00% |
| | |

Ten Planning Council members came to consensus allocating MAI (alternate waiver allocation) support services

Adjournment:

The meeting adjourned at 4:00 p.m.

**Next Planning Council Meeting
Tuesday, September 6, 2016
6pm, Hyacinth AIDS Foundation**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Membership and By-Laws Committee

July 19, 2016

2pm, Institute for Families

Attendants: Steve Pitts, Janice Chapin, and Pam Simone.

The meeting did not achieve quorum 2 out of 4 members were present.

Introductions: Janice Chapin called the meeting to order at 2:00pm. The members present introduced themselves.

Meeting minutes: Quorum not established unable to approve meeting minutes.

Administrative Agent

N/A

Old Business:

The three amended by-laws were passed and approved by Planning Council.

Flexible Attendance – the Committee agreed to allow unaligned consumers one additional absence per grant year.

Minimum Leave of Absence – the Committee agreed that the bylaw should state a minimum of one month for any Planning Council member taking a leave of absence.

Percentage of reallocation – the Committee discussed writing a bylaw to comply with HRSA’s suggestion about allowing the grantee to reallocate up to a certain percentage without needing Planning Council approval.

New Business:

Membership Review

The Committee reviewed the current membership. They reviewed the membership summary and discussed how our membership reflects the epidemic of HIV/AIDS in our TGA. We currently have 16 members; 6 of who are unaffiliated consumers (38%). There are 6 prospective members, three of whom are unaligned consumers one prevention provider, one community provider, and one a Ryan White provider in the membership pipeline. The 6 prospective members are on the agenda for membership approval at the July 21 freeholders meeting.

5 Caucasian (37%)

7 African Americans (42%)

2 Hispanic (13%)

1 Asian (6%)

1 American Indian (6%)

9 Male (56%)

6 Female (38%)

1 Transgender (6%)

The Committee reviewed the status of our TGA meeting the HRSA categories. The Medicaid representative category and local health remain unfilled.

The committee reviewed the list of members to see if they were providers or consumers. As of July 19, there is 9 consumers which represent 56% of the members. The number of unaffiliated consumers will increase July 21 after the freeholders approve the additional Planning Council Members.

Recruitment Review

N/A

Review of Prospective Planning Council Members

The Committee members reviewed prospective members for Planning Council membership. The committee discussed the difficulty attracting younger people. Bernita Mitchell is a member of the clergy, a college professor, and has connections to younger people. Ms. Mitchell is a therapist and teaches Psychology at Middlesex County College.

Some other possible members to recruit is Jean Richmond from the Pride Center, Gwen Orlowski, the Medicaid/Medicare contact referral, Donna Barceliona from HOPWA in Woodbridge Twp, Gina Davio/Linda Meacham from Fisherman's Mark and Dr. Kourie from Phillips Barber.

Announcements:

N/A

Adjournment: 3:05 p.m.

***** The next meeting is on Tuesday, September 20th at the Institute for Families.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Administrative Assessment & Quality Review Committee Meeting Minutes

Institute for Families

2pm, April 31, 2016

Attendance: Ricardo Salcido, Barbara Schlichting, Terri Fox, Chris Fisher and Pam Simone.

Review of April minutes:

Quorum not established unable to approve meeting minutes.

Administrative Agent Report:

Chris Fisher reported the administrative agent submitted an application to carry over \$137,000 from fiscal year 2015. The application was put in on time to carry over to future years. Funds are usually approved and carried over to the next fiscal year. The next major deadline is the grant application due October 18.

Expenditure Analysis by Service Category:

Questions were raised about Emergency Financial Funds. The agency contracted for EFA funds currently has a waiting list. There were questions raised if EFA funds were exhausted. The service standards should address the extent to which they are going through funds, flow of expected funds to be utilized and proof of emergency needs to be clear. The cap for EFA funds is \$750.00. Chris will email the committee total funds allocated to EFA and how much has been spent.

Chris reported Part A funds currently underspent by 9.6% and MAI funds underspent by 16%. Underspending for this time of year is normal. There is \$200,000 in unallocated funds. The \$200,000 in unallocated funds includes the amount underspent in Part A and MAI funds. Barbara suggested we add it to the Planning Council agenda for September 6.

Quality Management:

Services are lower across the board. Overall, there is a reduction in clients and services. Primary medical care includes all eligible clients. Clients may be receiving care from private physicians. Medical case management has experienced changes in staffing and agencies providing services. Non-medical case management the provider of this service suffered financial management issues and closed in the last month of this quarter. There was a decline in the number of clients receiving substance abuse treatment and a lower number of clients accessing mental health services. Transportation services declined over the past few years. The dental program is not installed in CAREWare yet. Psychosocial support services were funded at fewer sites throughout the TGA. Legal services increased in the first quarter

Old Business

Administrative Assessment Survey

Pam Simone is working on the Administrative Assessment report. The report is due by October. A draft form will be sent to Barbara for review. Barbara will send the survey link to Terri and Pam due to some inconsistent survey results.

New Business:

Somerville and Zufall were approached by Yvette Molina to implement food services. Food packages from Imani Park would fulfill the slots to Somerville and Zufall. Somerville and Zufall need to have a conversation with Yvette Molina to properly implement this program.

The AAQR meeting location has changed. It is now at Somerset Treatment Services.

Announcements:

N/A

Adjournment:

The meeting adjourned at 2:00 p.m.

**** The next meeting is scheduled for 2 p.m., Wednesday, October 18th at Somerset Treatment Services.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

“Our Voices” Client Caucus Meeting **August 18, 2016** **1pm, Hyacinth**

Introductions:

The meeting began at 1:00 p.m. with lunch. At 1:20 pm, the Planning Council Chair began the formal part of the meeting with introductions, the reading of the Our Voices/Client Caucus mission statement and a moment of silence.

Old Business:

N/A

New Business:

Kidney Health & HIV

Dr. Jonathan Liebowitz is a specialist in kidney disease. Dr. Liebowitz presented impact on HIV on kidneys, medication side effects on kidneys, maximizing kidney health and other key health issues related to HIV and kidneys. The presenter explained the history of HIV and kidney health and how medicine advanced over the past 30 years. It was an informative discussion about various different ways to help prevent and maintain kidney health. Dr. Liebowitz practices at Robert Wood Johnson.

World AIDS Day

The group reviewed the 2016 planning time sheet. World AIDS Day is confirmed December 1 at the Reform Church in Highland Park from 4:00-8:00. The master of ceremonies is Conneil J. Gavin. Jeannine LaRue is the keynote address. Pam Simone will ask Jeannine to attend an Our Voices meeting prior to World AIDS Day. Dr. Cohen confirmed he will do brief oral/dental health screenings at World AIDS Day. Jackie confirmed *Without Walls Christian Ministries Praise and Worship Team*. Pam will reserve the conference room at the Hyacinth for Arts Day on November 18. Pam will reach out to Roseann for children's program. Donation letters distributed at next Our Voices meeting.

Reports:

N/A

Announcements:

The TCQ Training at Cook Campus Center went very well. It had great feedback on the training. Be prepared for Part II Training

Planning Council Meeting is on September 6 at Hyacinth. Data Day did not meet quorum and could not vote on allocations. Voting will take place at September 6 Planning Council Meeting.

Public Forum:

N/A

Adjournment: 3:40 pm

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Early Identification of Individuals with HIV/AIDS Committee

Meeting Minutes

July 26, 2016

2pm, Institute for Families

Introductions: Cindy Leon, Conneil J. Gavin, Pam Simone, Nerlene Mayers, Aissa Ochuro, David Rosen and Brahian Erazo

Minutes from April, 2016 meeting

Quorum not established unable to approve meeting minutes.

Administrative Agent Report

N/A

State Update

N/A

Linkage to Care Update

There were five newly diagnosed patients referred to Eric B. Chandler. Two were from Middlesex County Health Department, one from Job Corp and one a private physician. Another six individuals transferred into Middlesex County, five individuals were re-engaged back into care.

Zufall transferred 15 patients from Somerset Medical Center. There were four newly diagnosed patients referred to Zufall.

Zufall is working on a memorandum of understanding with Flemington Planned Parenthood. There was an issue with Flemington Planned Parenthood. They let a patient leave when the results came back as preliminary positive. The facility should not have let the patient go before a test to confirm the results, and the linkage to care coordinator was contacted. The linkage to care coordinator assists with linking patient to care and understanding how life is going to be a little different.

We had a discussion about having a training for facilities that do testing. It is important for testing sites to know how to handle the situation when there is a preliminary positive.

Old Business

N/A

New Business

Youth and HIV: Dr. David Rosen

Dr. David Rosen is the Clinical Director at Hudson Pride Connections Center. He did a presentation on the topic of youth and HIV broadly. He did an overview of youth and HIV, issues with treatment adherence, other developmental challenges, engaging them in care and connecting them to services. He spoke about challenges engaging sub populations of youth such as youth of color, LGBTQ. Dr. Rosen presented the specific challenges for children born with HIV as they are transitioning into adolescent years. He identified ways to engage youth into systems of care.

Announcements

TCQ Training at Cook Campus Center is July 28 from 8:00 – 3:30. Training is on how to read and interpret data. The training is conducted by consumers. Breakfast and lunch served.

Data Day is August 2 at Cook Campus Center at 12:00 pm.

Priorities/Allocations setting is August 9 at Cook Campus Center at 12:00 pm.

Adjournment

*****The next meeting will take place at 2pm on Tuesday, September 27th at the Institute for Families.**

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Service Standards Integrated Care Committee Meeting Minutes

July 14, 2016

2pm, Institute for Families

Attendants: John Marcinkiewicz, Roseann Marone, Lucy Counts, Bobby Rosenberg, Jacquelyn Williams and Pam Simone.

Last Meeting Minutes:

June, 2016 Minutes – 1st John Marcinkiewicz; 2nd Jacqueline Williams

Administrative Agent Update:

N/A

Old Business:

N/A

New Business

Service Standards

The Substance Abuse service standards were sent to New Brunswick Counseling and Barbara Schlichting for review.

Natalie Aloyets Artel sent Mental Health service standards to Hyacinth and Otlowski Center for review. John Marcinkiewicz sent an email to three other people to get feedback.

Integrated HIV Prevention and Care Plan.

The committee reviewed the work plan and Section I of the Integrated Plan. The committee edited and made deletions/additions to the document.

Announcements:

N/A

Adjournment:

Meeting adjourned 4:00 p.m. – 1st John Marcinkiewicz; 2nd Jacqueline Williams

****The next Service Standards and Integrated Plan Committee meeting will be on Thursday, August 11th at 2pm at the Institute for Families.**

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Executive Committee Meeting Minutes 2pm, Institute for Families August 31, 2016

Attendance: J. Gavin, Ed Kelly, John Marcinkiewicz, Sylvester Graham, Janice Chapin, Barbara Schlichting, Ricardo Salcido, Terri Fox, and Pam Simone.

Review of June 2016 Minutes

Motion to approve July 2016 minutes

1st Barbara Schlichting; 2nd Janice Chapin - 6Y:0N:0A

Administrative Agent Update

N/A

Reports:

Service Standards Integrated Plan Committee:

N/A

Membership and By-laws Committee

Membership and Bylaws met on July 19, 2016. We did not have a quorum, so we gave Pam Simone an orientation of what our committee does and reviewed the bylaws with her. In addition we reviewed the attendance charts for the Planning Council and the Committees, explaining to Pam the attendance policies. We also talked about which committees might be a good fit for the new members in the event that any of them were unsure which committee to join.

Administrative Assessment and Quality Review Committee

The administrative agent submitted an application to carry over \$137,000 from fiscal year 2015. The application was put in on time to carry over to future years. Funds are usually approved and carried over the next fiscal year. The next major deadline is the grant application. It is due October 18, 2016.

Part A funds currently underspent by 9.6% and MAI funds underspent by 16%. Underspending for this time of year is normal. There is \$200,000 in unallocated funds. The \$200,000 in unallocated funds includes the amount underspent Part A and MAI funds. Barbara suggested we add it to the Planning Council agenda for September 6.

Our Voices

Dr. Jonathan Lebowitz presented an overview of kidney health and HIV. The presentation included impact of HIV on kidneys, medication side effects on kidneys and maximizing kidney health. The presentation was informative and interactive with clients asking many questions.

The Committee reviewed the World AIDS Day planning worksheet and continued event planning. They discussed performances, work assignments, getting donations, and the theme to World AIDS Day.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Cindy Leon agreed to chair the EIIHA Committee. After reviewing the by-laws, Cindy is ineligible to chair the committee. Eligibility to be committee chair one must be a Planning Council member and a Committee member in good standing for at least six months prior to being elected as Committee chair. Cindy was appointed as a Planning Council member on July 21, 2016.

There was a discussion who runs the meeting. Currently, there is no chair or vice-chair to this committee. At the next meeting address it with the committee. A couple of suggestions are have Pam run the meeting or rotate who runs the meeting for the next six months.

Quality Management Update:

Terri and Ricardo presented at the conference and well received. Presentations were centered on projects did within the year. This included housing round tables, grievance and code of ethics, commitment between case managers and case managers and the transdisciplinary code of ethics was passed out. The structure of the presentations originated from the work of the Consumer Quality Work Group.

The next Consumer Quality Work Group meeting is on September 27 at the Institute for Families.

Case management has training on oral health screening on November 9. A representative from Zufall is coming to do the training. The training is during the Case Management meeting.

Review of attendance:

Data Day and Priorities/Allocations need to be added to the attendance sheet. Newly appointed Planning Council members need to have attendance updated. An asterisk next to their name denotes dates when Planning Council members were not yet formally appointed.

Any Planning Council member that did not attend both Data Day and Priorities/Allocations must abstain their vote for prioritizing and allocating funds for fiscal year 2017. Planning Council members can be counted as quorum, but they cannot be included in the vote.

Old Business:

N/A

New Business:

World AIDS Day

J. is the MC at World AIDS Day. Art supplies for World AIDS Day cannot be reimbursed. In the past, some of the consumers purchased art supplies and were reimbursed. Rutgers cannot reimburse anyone for art supplies. Pam is working on soliciting donations from various different venues. An inventory of art supplies will be done at the next Our Voices meeting.

Fresh is Best offered Somerville a distribution area. Some of the issues raised were the accountability of the provider, the role of case managers to the process, communication between provider and case managers and tracking of clients picking up the food. Terri stated case managers can generate a report in CAREWare to see who pick up food. The provider is willing to give food packages to someone else for pick-up with client's permission. A directive at Planning Council should be made to standardize expectations to the food program.

Review of Planning Council Agenda

Barbara proposed we add FY16-17 un-allocated funds to the agenda. Currently, there is \$200,000 in un-allocated funds that needs to be allocated. It was decided to add this to the agenda.

Motion to approve Planning Council agenda

1st Janice Chapin 2nd John Marcinkiewicz - 6Y:0N:0A

Announcements:

Core medical services waiver was not approved. One supportive service was put on hold due to waiver denial.

Adjournment:

Meeting adjourned 4:00 p.m.

The next Executive Committee Meeting is Wednesday, September 28 at 2:00 p.m. at the Institute for Families

Directions to Meetings

- Hyacinth
- Institute for Families

**HYACINTH
317 George Street, Suite 203
New Brunswick, NJ 08901
732-246-0204**

LOCAL TRAFFIC

**Take Route 27 into New Brunswick to Nielson Street
Turn onto Nielson and proceed to the next light
You will be at the corner of Nielson Street and New Street
Turn right onto New Street and proceed to the middle of the block
Parking will be located on the right
Walk up the stairs enter the building
Take the elevator to the second floor, Suite 203**

FROM THE TURNPIKE

**Exit onto Rt. 18 North
Proceed on Rt. 18 North to the New Street exit
Take New Street to traffic signal
You will be at the intersection of Nielson Street and New Street
Proceed on New Street to the middle of the next block
Parking will be located on the right
Walk up the stairs enter the building
Take the elevator to the second floor, Suite 203**

*****The Planning Council meeting is in the conference room on the 2nd floor in Suite 203.**

**Institute for Families
55 Commercial Avenue, 3rd floor
New Brunswick, NJ 08901
848-932-0540**

LOCAL TRAFFIC

Take Route 18 to Commercial Avenue.

Take first right on to Neilsen Street and first left on to Elijah's Way.

Park in the deck on your left.

FROM THE TURNPIKE

Exit onto Rt. 18 North

Proceed on Rt. 18 North to Commercial Avenue.

Follow directions above